

Administration Assistant

Job Description



- First point of contact for Reception, dealing with enquiries face-to-face, online and on the telephone
- Recording pupil attendance and following up absences, lateness and appointments
- Maintain the Single Central Record (SCR) spreadsheet and liaise with Governor with DBS responsibility
- Process DBS applications for staff, governors, volunteers and other stakeholders
- Administration relating to Breakfast Club (fees/food ordering) and first point of contact for After School Care (Active Future)
- Management/maintenance of the computerised door entry system (Inventory)
- Open and distribute daily post
- Open and respond as appropriate to emails and answerphone messages
- Record pupil allergies and other medical needs and share information as appropriate
- Stock and stationery ordering
- Check deliveries and putting away items received
- Draft and distribute letters, texts and emails to parents and receive and collate replies
- Assist teachers with the organisation of school trips – including Year 6 residential
- Collection of money where necessary using online payment platform (ParentPay)
- Administrative support to Headteacher and Deputy Head Teacher
- MIS data entry and checking data integrity
- Maintain policies board / noticeboard and maintain the appearance and presentation of the school office
- Produce and maintain New Starter document packs
- Recruitment – placing adverts where required
- Filing as requested by Senior Administration Officer (SAO) / School Business Manager
- Photocopier maintenance - supplies/fault resolution
- General admin to support the efficiency of the school office function
- Other tasks which may become apparent as the role develops
- Any reasonable request made by the SAO or Senior Leadership Team (SLT)



Administration Assistant Person Specification

We are looking for a candidate who is:

- Skilled at establishing rapport with pupils, their families / carers
- Supportive of the Catholic values of the school
- Discreet and confidential
- Patient
- Friendly
- Empathetic
- Efficient
- Tidy
- Organised
- Shows initiative
- Likes being around people, both adults and children
- Able to work with others as part of a team
- Keen to contribute to school life